

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: South-side Region
 Period: Sept. 2004

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase I					
(10)Logged/Verified Tower Locations	Dinwiddie			4	With most current info
(10)Tasking update/review	Dinwiddie			4.25	For County Officials approval
(10)Updates/Status/Training	Dinwiddie			3	For Acting PSAP Coordinator
(11)T/C w/David Jolly	Dinwiddie			0.25	Coordinate meeting schedule
(4)T/C w/Gilbert	Farmville			0.25	Re: FY 2006 Funding
(10)On-site w/Gilbert	Farmville			2.5	Prepare/FU
(10)Review implementation schedule	Farmville			2.25	Contact Stakeholders w/revisions
(15)On-site/True-up Review	Farmville			4.5	FY 2004
(3)Phase I Service Request for Nextel	Nottoway			0.5	Draft/Sign/Copy/Mail
(4)FY 2006 Funding submission	Nottoway			1.75	Calculate figures
(10)T/Cs Correspondence w/WSPs	Nottoway			1.75	Coordination re: testing dates/forms
(10)T/Cs Correspondence w/Stakeholders	Nottoway			0.75	Re: ALI display issue
(10)T/Cs Correspondence w/Stakeholders	Nottoway			1.5	Re: Triton Continuity testing
(10)Signaling Sequence verification	Nottoway			2.5	TVW for Verizon/Alltel/Triton
(10)Logged/Verified Tower Locations	Nottoway			1.75	New Nextel/Alltel Towers
(14)On-site w/Triton	Nottoway			8	Re: Continuity testing issues
(14)Phase I testing with Verizon	Nottoway			6	Testing successful
(14)Phase I testing w/Alltel	Nottoway			1	Testing not successful must be rescheduled
(14)Review procedures w/Nextel for testing	Nottoway			0.5	
(3)Phase I Service Request for Nextel	Region			0.5	Draft/Sign/Copy/Mail
(10)T/C Correspondence w/Verizon	Region			0.5	Re: Alternate Call Routing/Fast Busy
(10)Call Routing - draft letters	Region			1.25	Re: Request service/Plans
(14)Review schedule	Region			1	Phase I testing cut overs
Phase II					
(1)T/C w/Sgt. Almarode	Amelia			0.5	Review info for BOS
(1)T/Cs w/Sgt. Almarode ref contract for mapping	Amelia			1	Amelia Board has not signed
(1)Response to Amelia BOS questions	Amelia			2	Draft report for BOS
(3)Phase I & II Service Request for Nextel	Amelia			0.75	Draft/Sign/Copy/Mail
(10)Correspondence w/Ned Awad - Sprint	Amelia			0.25	Status of Phase II readiness
(10)T/C Correspondence w/Sgt. Almarode	Amelia			1.75	Re: Nextel Traffic Plan & New Towers
(10)T/C w/Randy Leonard	Amelia			0.25	Status of Phase II
(11)Meeting w/Sgt. Almarode	Amelia			2.25	Re: PSAP Mapping Implementation
(11)Prepare and deliver presentation	Amelia			2.5	Presentation for Amelia Supervisors

(11)Draft of responses to questions on mapping	Amelia		2	Questions from Board of Supervisors
(15)True-up review and corrections	Amelia		2	Mtg. w/Sgt. Almarode on FY 2004 True-up Process
(3)Phase I & II Service Request for Nextel	Brunswick		1.5	Draft/Sign/Copy/Mail
(4)FY 2006 Funding Submission	Brunswick		2.5	Calculate figures
(4)T/C Leslie Weddington ref. New password	Brunswick		0.25	Password needed for on-line submission of FY2006
(10)Weekly contact status call	Brunswick		0.25	
(10)Mapping & Nextel traffic plan correspondence	Brunswick		0.75	Sent to Leslie Weddington for confirmation
(10)T/Cs Correspondence w/Stakeholders	Brunswick		1	Re: Alternate Call Routing/Fast Busy
(10)Correspondence w/Intrado	Brunswick		0.5	Re: Updated contact info
(10)T/Cs Correspondence w/WSPs/PSAP	Brunswick		3	Coordination re: testing dates/forms
(10)On-site w/County Officials	Brunswick		4.5	Re: Status of Phase II implementation
(10)Tasking for PSAP	Brunswick		0.5	FU re: Data needed on install details
(10)T/Cs Correspondence w/Leslie	Brunswick		1.25	Re: Nextel Traffic Plan
(10)Signaling Sequence verification	Brunswick		0.25	TVW for Alltel
(10)Logged/Verified Tower Locations	Brunswick		0.25	New Nextel Towers
(14)T/Cs Correspondence w/PSAP	Brunswick		1	Prep for Alltel & Verizon Phase II testing
(15)T/C to Leslie ref. True-up review	Brunswick		2	FY 2004 submitted w/ corrections
(1)T/C w/MicroDATA tech support	Charlotte		0.75	Re: Interface issues
(7)Correspondence w/DaPro/Microdata	Charlotte		1.5	Re: Sample database review
(10)Updates/query MicroDATA	Charlotte		1	Re: CAD interface
(10)Correspondence w/Lisa/TCS	Charlotte		0.75	Re: Routing info request
(15)Review FY2004 True-up Documentation	Charlotte		0.25	
(4)T/C w/Aaron	Cumberland		0.5	Re: FY 2006 Funding submission
(10)Correspondence w/Stakeholders	Cumberland		0.75	Re: Phase II testing schedules/status
(10)Review of Tasking Needs	Dinwiddie		1.5	For Phase II implementation
(10)Prepare Tasking issues	Dinwiddie		1.25	For BOS presentation
(11)On-site w/County Officials	Dinwiddie		4.25	Preparation/ Documentation/Tasking changes & modifications
(13)Training note for acting PSAP Coordinator	Dinwiddie		0.5	Sent to David Jolly
(15)Review FY2004 True-up Documentation	Dinwiddie		1.75	Reviewed/finalized for PSAP
(15)FY 2004 True-up Carry-over	Dinwiddie		0.5	Get Approval from PSAP & Signature
(1)Review potential scheduling delays	Farmville		1.5	Re: Mapping installation
(1)T/C Anne Marie/InterAct on Mapping	Farmville		0.25	Ref. Installation schedule
(4)T/Cs to Gilbert Wood to respond to questions	Farmville		0.75	Ref. FY2006 online submissions
(10)Review of Tasking Needs	Farmville		3	For Phase II implementation
(10)Tasking update/review	Farmville		3.25	Implementation of critical tasks
(10)Prepare Tasking issues status Report	Farmville		2	T/C Gilbert to review status
(13)Training input for dispatchers	Farmville		0.5	
(15)Follow-up w/Jerry Spates/Gilbert Wood	Farmville		1.25	FY2004 True-up issues
(1)Phase II Mapping RFP	Halifax		5.75	Edit/Release/Questions
(4)T/C w/Allen Bober	Halifax		0.25	Re: FY 2006 Funding submission
(10)Updated Contact information	Halifax		0.5	With most current info
(15)True-up review	Halifax		0.75	FY 2004
(4)FY 2006 Funding Submission	Mecklenburg		1	Calculate figures
(10)T/Cs Correspondence w/Stakeholders	Mecklenburg		0.5	Re: Alternate Call Routing/Fast Busy
(10)T/Cs Correspondence w/WSPs	Mecklenburg		1.75	Coordination re: testing dates/forms
(10)On-site w/Linda Cage	Mecklenburg		2.25	Re: Dispatcher training material
(10)T/C w/Linda	Mecklenburg		0.25	Re: Scheduling
(10)Tasking for PSAP	Mecklenburg		0.5	Research info

(14)T/Cs Correspondence w/PSAP	Mecklenburg		0.5	Prep for Alltel Phase II testing
(14)E-mail ref. Testing schedule	Mecklenburg		0.25	Verizon drive testing
(1)T/C w/John Prosis/Stakeholders	Nottoway		2.25	Re: Mapping Vendor selection/Award of contract
(4)Review of price quote	Nottoway		0.5	Re: Voice data systems
(5)T/Cs w/Ronnie Roark	Nottoway		0.5	Re: Contract signing for mapping
(8)Call routing for testing w/Alltel	Nottoway		0.5	
(9)Communication review	Nottoway		0.5	For Data access
(10)T/Cs w/John Prosis	Nottoway		0.75	Re: T-1 for map updates
(10)Follow-up w/Gloria Gray/Emmy Isbell/Sprint	Nottoway		0.5	Ref. ALI display
(10)Review/correct Triton TVW	Nottoway		1	
(10)T/C Katie ref Sprint billing	Nottoway		0.5	Confirm documentation
(11)T/Cs w/Gloria/Sheriff	Nottoway		0.25	Confirm date/time of regional meeting
(15)True-up review	Nottoway		1.25	FY 2004
(3)FU on Phase II service request letters	Region		1	Re: 6 month windows
(4)Review Schedule & make PSAP notications	Region		1.5	Re: FY 2006 Funding submission
(4)T/Cs to Terry Mayo/Doroth Spears-Dean	Region		0.5	Ref. FY2006 online submissions
(8)T/Cs Correspondence w/WSPs	Region		2	Tower confirmations/Data base changes
(10)Planning meetings	Region		4.5	Status/updates/tasking
(10)Tasking Issues	Region		2.25	Reconfirmed timelines
(10)TVW Verifications	Region		0.75	Review/verify/correct
(10)Coordinate documentation	Region		4.25	Re: PSAP Phase II issues
(10)Cataloge RFP responses	Region		0.5	Insert into regional PSAP binders
(10)Confirmation of Towers/Routing/Traffic Plans	Region		8.25	Prep for Phase II/Issues
(10)Nextel processing of request letters	Region		1	Implementation of timelines
(10)Weekly Contact Calls	Region		4	Prepare/Conduct/Follow up
(10)T/Cs Correspondence w/WSPs	Region		3.5	Re: Phase II testing schedules/TVWs
(10)T/Cs Correspondence w/WSPs	Region		1.25	Re: New/Additional towers
(10)T/Cs Correspondence w/Vendors	Region		0.5	Re: Updates/status
(10)T/C Correspondence w/Stakeholders	Region		1.5	Re: Alternate Call Routing/Fast Busy
(10)T/Cs Correspondence w;/Nextel/Intrado	Region		3	Re: deployment tasks
(10)Create/update Phase II test schedule	Region		1.25	With most current updates/changes
(10)Update WSPs/Vendor/PSAP Contact Sheet	Region		0.75	With most current updates/changes
(10)Update Service Request Tracker	Region		0.75	With most current updates/changes
(10)Update Deployment Tracker	Region		1.25	With most current updates/changes
(10)Update Quick Reference Report	Region		4	With most current updates/changes
(10)T/Cs Correspondence w/Intrado	Region		2.75	Nextel planned deployments
(10)Checked nena.org	Region		0.25	info on wireless checklist for PSAPs
(11)Monthly Newsletter	Region		5	Create/Format/Mail
(11)Southside Regional Meeting	Region		7.5	Prepare/Notify/Conduct/Follow up
(11)Review draft report	Region		0.25	From E-911 institute
(12)NENA Conf. Call w/Steve Marzolf	Region		1.25	Re: Proposed legislative changes
(12)Reviewed nena.org	Region		0.25	Re: Info/New Updates/Minutes
(12)Daily and Monthly Activity reports	Region		17	Enter information/calculate hours/review
(12)CMRS Reports	Region		2.5	Review/Highlight/Correct
(12)Annual PSAP Summary report	Region		3	Review
(12)Attend Wireless Board Meeting	Region		3.75	
(13)Dispatcher Training Manual	Region		66.75	Compile/research/review/edit material

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Nottoway Mapping contract	Contacted County Administrator	Contract to be mailed to selected Vendor
Amelia Mapping contract	Darft presentation for Board of Supervisors	Answers to questions of concern
Dinwiddie trsition to new PSAP Coordinator	Assist w/ Training issues for coordinator	David Jolly Acting PSAP Coordinator